Colorado Alternate Assessment

Examiner's Manual

Science & Social Studies

Spring 2020

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Assistance	
For questions about	**Contact**
• Colorado assessment policies • Accommodations • Test incidents and security violations • General testing questions	**Colorado Department of Education's Assessment Unit** **Directory**: http://www.cde.state.co.us/assessment/generalinfo-about
• Shipment status • Missing shipments • Additional orders • Student information updates • PearsonAccess^{next}	**Pearson Customer Service** Monday through Friday, 7:00 a.m. to 6:00 p.m. MT **Telephone**: 1-888-687-4759 **Live Chat**: https://co.pearsonaccessnext.com

For technology issues during score entry, please **call** Pearson at 1-888-687-4759.

Available Resources	
Reference materials	**Located at**
CMAS and CoAlt Procedures Manual	https://coassessments.com/manuals
CoAlt Examiner's Manual	https://coassessments.com/manuals
CoAlt Training Materials	https://coassessments.com/training-mods
Important Dates	https://coassessments.com/manuals
PearsonAccess^{next} Online Support	https://coassessments.com/manuals
Released Items	http://www.cde.state.co.us/assessment/CoAlt-Items.asp

Overview of the Colorado Alternate (CoAlt) Assessment

Purpose of the CoAlt: Science and Social Studies Assessment

The Colorado Alternate (CoAlt) Assessment is an academic, standards-based assessment designed specifically for eligible students with significant cognitive disabilities. The primary purpose of the assessment program is to determine the level at which Colorado students with significant cognitive disabilities meet the Extended Evidence Outcomes (EEOs) of the Colorado Academic Standards in the content areas of science and social studies.

CoAlt Test Books and Item Types

Test Books

The pages of the CoAlt: Science and Social Studies test books are oriented so the CoAlt Test Examiner administers the test while facing the student. The test book is designed to sit on the table allowing the Test Examiner to read the question and answer choices while at the same time allowing the student to view the answer choices. The test book includes scripted text for the CoAlt Test Examiner to read while administering the test questions and answer choices to the student.

ItemTypes

Selected Response items present three answer options from which the student selects an answer to the presented question.

Supported Performance Tasks (SPTs) require students to complete a chart or graphic. Students use option cards to respond to three related prompts for each item. Students may manipulate the option cards independently or indicate the desired placement to the CoAlt Test Examiners through their preferred mode of expressive communication, such as verbal directions or eye gaze. This item type allows students to demonstrate their knowledge and skills to create a product, revealing a different level of understanding of specific concepts and skills than that which are demonstrated through Selected Response items alone.

Administering the CoAlt

All CoAlt Test Examiners must thoroughly read the *CoAlt Examiner's Manual* and practice administration procedures prior to test administration. Following the guidelines and test administration instructions within this manual and practicing the appropriate procedures will ensure that every student taking the assessment receives the same standard directions and administration conditions during the assessment.

Responsibilities of the CoAlt Test Examiner

The primary responsibility of the CoAlt Test Examiner is to provide a standardized, ethical administration of the CoAlt. This ensures every student has an equal opportunity to demonstrate what he or she knows within standard conditions provided to all students taking the test.

CoAlt Test Examiners must perform the following tasks:

During All Stages

- Ensure all materials are secured at all times according to state policy.
- Follow the chain of custody requirements on page 5 of this manual.
- Follow the schedule for test administration as communicated by the School Assessment Coordinator (SAC).
- Follow the communication protocol for the school and, if a problem occurs, immediately notify the SAC.

Before Testing

- Read this manual, the *CoAlt Examiner's Manual*.
- Participate in district and/or school CoAlt administration training.
- Ask the SAC or District Assessment Coordinator (DAC) for clarification of procedures as needed.
- In order to familiarize oneself with the questions and necessary accommodations, check out CoAlt test books and task manipulatives from SACs up to one week before testing, ensuring the materials are checked back in each day.
- Practice administering the items. It is important that the Test Examiner is familiar with the scaffolds and supports used in the test.
- Inform the SAC if items are missing or damaged.
- Prepare task manipulatives as described on pages 8 and 9 of this manual.

- Determine if any accommodations are needed for students. Accommodations for students must be indicated on the student's Individualized Education Program (IEP) prior to assessment administration. If any materials need adaptations, CoAlt Test Examiners must notify their SACs and prepare/secure the needed accommodations for their assigned students.
- A few days before testing, administer several available released items (available at http://www.cde.state.co.us/assessment/CoAlt-Items.asp) to students to prepare them for testing.
- Prepare the testing environment as described on page 8 of this manual.

During Testing

- Administer the assessment according to instructions included in this manual on pages 2 through 14 and in trainings.
- Administer all items of the assessment to all eligible students who are in attendance at any point during the assessment window. Test Examiners must administer the appropriate assessment to students based on the grade level in which the student is enrolled.
- Track each student's time on test.

After Testing

- Ensure accommodations on IEPs, accommodations used during testing, and student scores are entered into PearsonAccess^{next} according to instructions included in this manual on pages 15 and 16.
- In PearsonAccess^{next}, indicate the student's time on test. **Optional**: Answer Test Administration Questions.
- Return test materials, including task manipulatives, to the SAC after each individual administration session (if multiple sessions are needed).
- Sign the Secure Return Form found in the task manipulatives kit. Insert the form into the secure return envelope **with all task manipulatives**. Do not seal the envelope.

Test Materials

The following table lists the test materials for CoAlt: Science and Social Studies assessments.

Resources Provided by Pearson	Materials to Prepare

CoAlt Packet
• CoAlt Test Book (combined *Examiner's Manual* and test items)
• CoAlt Secure Return Envelope
• Administration Materials
  ◦ Secure Return Form
  ◦ Score Recording Form
  ◦ Task Manipulatives for SPT items
	• Pencil/pen
	• Task Manipulatives (cut apart)
	• Individualized CoAlt accommodations (as needed)
	• Clock, watch, or stopwatch to record time on test
	• Clear plastic zip-top bag or alternate storage container (optional)

Test Security

Reproducing Test Materials

Reproduction or redistribution of the test books, task manipulatives, and score recording forms is not permitted in any way, except for allowable CoAlt accommodations using procedures detailed in "CoAlt Test Accommodations" on pages 6 and 7 of this manual. Reproduction or redistribution includes discussing, memorizing, photocopying, photographing, scanning, encoding, emailing, Morse code, note taking, text messaging, blogging and other forms of social networking, or any other reproduction methodology that may violate the security of the test.

Reproduction of student materials is only allowed for individualized accommodations. Treat these materials as secure. Return individualized accommodated student materials to the SAC after production and after each individual assessment session (if multiple sessions are needed) for secure storage. Before and during the testing window, store all CoAlt assessment materials in a locked location, as predetermined by the SAC. Do not store secure materials in the classroom. Track distribution of assessment materials using a documented chain of custody. After testing, return all CoAlt manipulatives to Pearson in the secure return envelope. Accommodated materials are returned by the SAC to the DAC. Only accommodated/adapted materials are destroyed locally; other materials are returned to Pearson.

Chain of Custody

Maintain a documented chain of custody for all test materials before, during, and after test administration. The following are chain of custody requirements for CoAlt test administration.

- Train anyone with access to CoAlt materials on testing protocols, including test security and ethics, included in the *CoAlt Examiner's Manual* before providing access to assessment materials.
- Account for all secure CoAlt materials and store in a secure and locked location.
- The SAC is responsible for the distribution and collection of CoAlt materials to and from Test Examiners immediately before and after test sessions. CDE recommends distribution of assessment materials no more than 15 minutes prior to the test session and collection within 15 minutes after the test session.
  - Due to the unique nature of the CoAlt assessments, Test Examiners need access to the student's materials in advance of administration in order to prepare any necessary accommodations and to organize the provided student materials and task manipulatives.
  - If test administration for a student extends over multiple days, the Test Examiner must check materials in and out each time the student is tested.
- The Test Examiner must secure all CoAlt: Science and Social Studies assessment materials while in their possession. Do not store test materials in classrooms in advance of, or following, the administration.
- Students may not have access to any secure test content or secure test materials except when they are testing with the Test Examiner.
- After a student completes testing, Test Examiners must return task manipulatives, score recording forms, and security forms to the SAC in the unsealed secure return envelope. Write the student's name on the envelope's label. Accommodated task manipulatives are returned to the SAC for secure destruction at the district level (original task manipulatives are not destroyed). Return all secure test materials, both used and unused, to the DAC by the district deadline.
- Report missing test materials or any test irregularities to the SAC or DAC.

Ethics

It is a breach of professional ethics for school personnel to provide verbal or nonverbal clues or answers to students; teach items on the test; share writing prompts; or coach, hint, or in any way influence a student's performance during the test administration. It is a breach of professional ethics not to administer all assessment items to a qualified student or to knowingly administer the assessment in any manner that is inconsistent with this manual or training. A breach of ethics may result in invalidation of test results and school, district, or CDE disciplinary action.

CoAlt Test Accommodations

Making CoAlt Accessible to Students

CoAlt is intended to be accessible for students with significant cognitive disabilities. For this reason, all questions and answer choices are read aloud to students, and all students are assessed individually in a setting where there are no distractions or other students. Because each student taking this assessment requires individualized support to meet his or her unique learning needs, **educators may need to adapt materials and presentation methods based on each student's needs**. Accommodations may enhance a teacher's ability to present the materials and/or enhance a student's ability to respond to task requirements.

In order to provide greater accessibility, the Test Examiner may adapt the student-facing pages of test items (e.g., enlarged or colored) based on the student's IEP. CoAlt Test Examiners should inform their SAC of any necessary accommodations in order to prepare these materials prior to the test administration. A PDF of student-facing pages is available from the DAC for use in electronic adaptations, as appropriate. These electronic materials are secure; emailing and posting electronic materials is not allowed. Districts must have a process in place to ensure all secure electronic materials are removed from devices.

Accommodations or adaptations must be documented in the student's IEP. To ensure the student can successfully use the accommodations, regular use during instruction and classroom assessments prior to the assessment window is required. Adapt CoAlt test materials in a way that allows the individual student to access the test questions without changing the assessed test construct. The accommodation must not change the content of an item; *modifications* of items invalidate the assessment.

Adaptations of materials by size or contrast levels, use of concrete rather than two-dimensional testing materials, and assistive technology devices are all types of accommodations that make test materials accessible to the student. CoAlt Test Examiners should use the picture symbols in the provided CoAlt test materials, **except** in the following circumstances:

- The student needs to use objects/realia rather than pictures.
- The student needs pictures of real objects rather than drawings.
- The student has a personal lexicon with a specific representation for the concept or words in the student answer choices. In this case, present all answer choices from the student's personal lexicon.

For students with visual impairments, including blindness, additional information related to adapting materials, including standardized picture descriptions, is available through the DAC.

List of Accommodations

Indicate CoAlt test accommodations for each student in PearsonAccess[next]. Enter both the accommodations listed in the student's IEP and those used during the assessment administration. If the student did not use any accommodations during testing, select "None."

The following accommodation types are recorded in PearsonAccess[next]:

- Assistive technology (including high technology and low technology devices, such as DynaVox, switches, E-tran board, and Velcro boards)
- Braille
- Eye gaze
- Modified picture symbols (e.g., any adaptations of the student materials such as enlarged pictures and/or pictures of real objects)
- Objects (any materials presented as three-dimensional objects or representative objects)
- Sign language
- Translation into student's native language
- Other
- None

Standard Conditions for the CoAlt Test Administration

Administer CoAlt in a standardized manner. CoAlt Test Examiners must provide a testing environment with equitable testing conditions for all students taking the CoAlt.

Preparing the Testing Environment

Cover or remove anything posted in a classroom or other area used for CoAlt administration that could direct students to the correct answer for any test question. This includes posted material that provides tested content, concept, or skill information.

CDE strongly recommends the SAC or other designated personnel walk through all testing areas to ensure compliance with all posted materials guidelines. Ensure covered materials are properly secured. Insufficient material covers may come undone during testing, which can result in a misadministration.

While not a comprehensive list, ensure the following materials are covered:

- All reference materials that a reasonable person might conclude offer students in that classroom or space an unfair advantage over other students in Colorado (e.g., posters, maps, charts, and displays that define, explain, or illustrate terms or concepts in the tested subject area).
- All support materials a person may perceive as influencing student responses.
- Name plates in workspaces that include any of the materials listed above, or that provide a surface on which students may write notes.

In addition, Test Examiners should ensure that:

- The lighting in the room is adequate.
- There is adequate work space for test materials.
- Distracting sounds or visuals that may divert student attention are eliminated, including, but not limited to, other students in the testing environment.
- Only authorized personnel are in the room.
- Students are tested in a one-to-one setting without other students present.

Preparing Materials and Students for Testing

CoAlt Test Examiners must prepare the test materials and task manipulatives once they are received:

- Ensure every student has his or her own test book and write the student's name on the front of the test book.
- Check that each student has his or her own task manipulatives, score recording form, and secure return envelope.

- Write the student's name, the teacher's name, and the school and district names on the secure return envelope. **Optional**: Use the envelope to store the task manipulatives associated with that student's form.
- The task manipulatives are provided in a shrink-wrapped package. Cut apart the option cards for each performance task in preparation for test administration.
- **Recommended**: Paperclip the cut apart option cards for SPT items to the corresponding student response page. Store these materials in either the secure return envelope provided by Pearson or an alternate container, such as a large clear plastic zip-top bag, to ensure that each student's materials are kept together. Prior to administration, insert the prepared materials into the test book at the appropriate position for ease of administration.

The CoAlt Test Examiner must review the materials and plan ahead:

- Read through the items and think about the specific needs of the student. Consider the student's best communication mode (e.g., verbal, communication board, picture cards, braille, eye gaze).
- Identify and secure any individualized accommodations the student may need to complete the assessment.
- Administer several of the released items, available at http://www.cde.state.co.us/assessment/CoAlt-Items.asp, to prepare students for testing and to determine if the planned accommodations are appropriate to provide the student with access to the assessment.

The CoAlt Test Examiner must prepare students for testing:

- Help students approach testing in a relaxed, positive way.
- Encourage students to put forth their best efforts.
- Ask the student whether he or she has other needs prior to the beginning of testing.
- Discuss with the student what each type of item or task asks them to do on the test.

Procedures for CoAlt Test Administration

Test Materials and Task Manipulatives

Grades 4, 5, and 7 have one form of the test book. Grade 8 and High School tests have two unique forms. Each form is identified by either form number 201 or 202 on the cover of the test book. The CoAlt Test Examiner indicates the appropriate form for score entry in PearsonAccess^{next}.

Test books are packaged in kits with task manipulatives that match only the test book with which they are packaged. **Keep all of the shrink-wrapped kit test materials together throughout the test administration.** Reusing materials or mixing materials from different kits may negatively affect scores and data for the CoAlt assessment.

Between testing sessions, store task manipulatives in the secure return envelope provided by Pearson. Insert the secure return envelope into the test book to keep the materials together throughout the test administration. Another option is to store the task manipulatives in an alternate container provided by the school or district, such as a clear plastic zip-top bag.

The task manipulatives correspond to the student-facing pages within the test book for easy identification during test administration. The SPT examiner-facing pages within the test book are identified as "Task ##" with the phrase "This task requires the use of specific manipulatives" preceding the Task number. In addition, the student-facing pages within the test book include a watermark across the page stating, "Use Task Manipulatives Provided," as a reminder for the CoAlt Test Examiner to use the student response page and option cards that were previously prepared for that item. For details on how to prepare task manipulatives, see "Preparing Materials and Students for Testing" on pages 8 and 9 of this manual.

Test Layout

A test layout is provided at the beginning of each test book showing the item and task sequence numbers for the form. Use this information to plan the number of sessions required for each student based on the number of questions on the form. It also serves to alert CoAlt Test Examiners to the placement of SPT items within the test book in order to have the associated task manipulatives ready for use. In the sample test layout on the following page, items 3, 10, 17, and 21 are SPTs.

SAMPLE TEST LAYOUT	
Item 1	
Item 2	
Task 3	Prepare manipulatives for this task.
Item 4	
Item 5	
Item 6	
Item 7	
Item 8	
Item 9	
Task 10	Prepare manipulatives for this task.
Item 11	
Item 12	
Item 13	
Item 14	
Item 15	
Item 16	
Task 17	Prepare manipulatives for this task.
Item 18	
Item 19	
Item 20	
Task 21	Prepare manipulatives for this task.
Item 22	
Item 23	

SAMPLE

CoAlt Test Items

In the test books, only read aloud text that is in **bold font and shaded gray** to the student. CoAlt Test Examiners may not adapt or add to this scripted text when administering the test. Additional instructions for the CoAlt Test Examiner, including the rubric for scoring the student's response, are in regular font.

NOTE: Maps depicted in the CoAlt: Social Studies tests are not drawn to scale. Maps are enlarged and otherwise modified to best meet the needs of the students taking CoAlt assessments.

Selected Response Items

Selected Response items are identified as "Item ##" in the test book and contain both a primary prompt and additional prompt.

The primary prompt presents the student with a question and three answer options from which the student selects an answer. There is flexibility for presentation and response (in the student's mode of communication). However, the Test Examiner must present the scripted text and the order of the answer options exactly as they appear in the test book.

CoAlt Test Examiners score the student's performance on each selected response item using a four-point scoring rubric that incorporates both the student's response and level of independence. The scoring rubric, reproduced below, is included within the instructions on the examiner-facing pages of the test book.

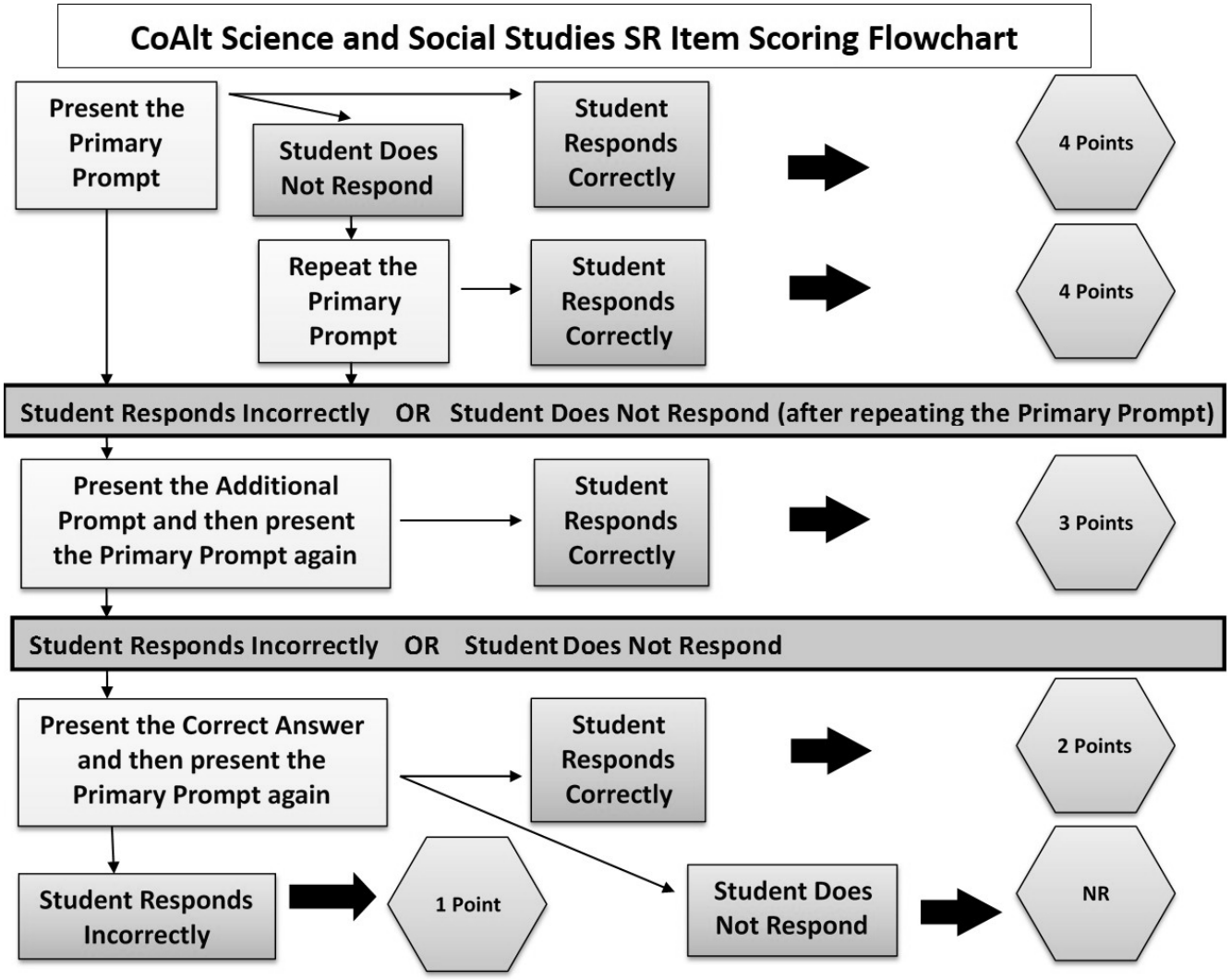
Score Point Selected Response Scoring Rubric	
4	Student responds correctly, independently
3	Student responds correctly after being presented with an additional prompt
2	Student responds correctly after being presented with the correct response
1	Student responds incorrectly
NR	Student does not respond

The student receives a score of 4 for a correct response after the initial reading of the primary prompt and answer choices. If the student is not engaged in the task, demonstrated by not responding in any way, the student may have a second opportunity to score a 4 after a single repetition of the primary prompt and answer choices. This additional opportunity to engage without affecting the student's score is available **only** at score level 4 and only for students who are not engaged.

If at any time the student responds incorrectly, the Test Examiner moves down to the next score level.

At score level 3, an additional prompt is provided to give the student an example related to the assessment activity. After the additional prompt is given, the CoAlt Test Examiner repeats the primary prompt and answer choices and allows the student an opportunity to respond. The student receives a score of 3 if they respond correctly. The CoAlt Test Examiner moves down to level 2 if the student responds incorrectly or does not respond.

At score level 2, the Test Examiner shows the student the correct response. The Test Examiner then repeats the primary prompt and answer choices and allows the student an opportunity to respond. The student receives a score of 2, 1, or NR based on the response given.



SupportedPerformanceTasks

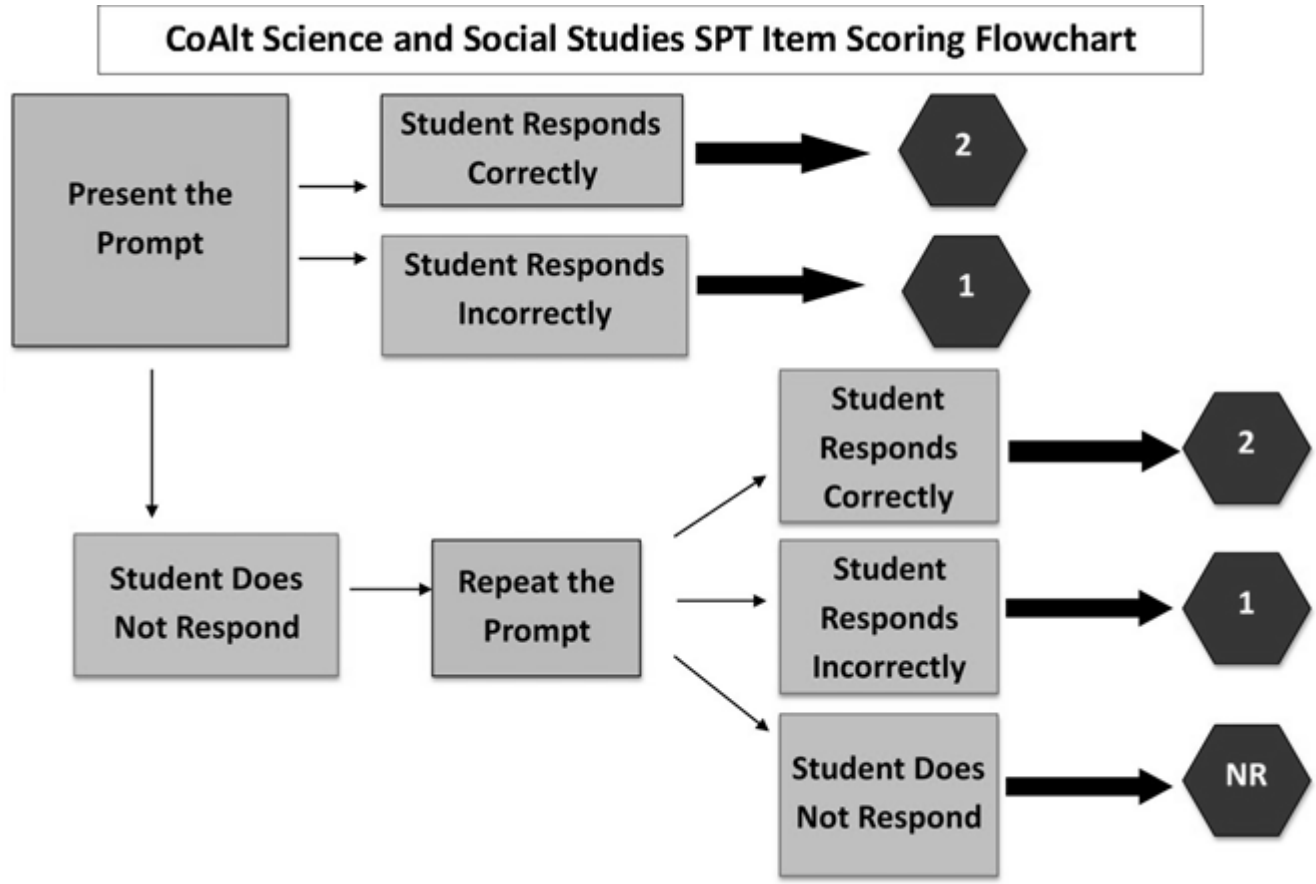
SPTs are identified as "Task ##" within the test book and include three prompts related to an overall task. These items require the student to manipulate option cards by placing them on the student response page (e.g., placing option cards in designated boxes within a chart or diagram).

As with Selected Response items, Test Examiners have flexibility for presentation (i.e., representative objects) and response (i.e., using the student's particular mode of communication) with the SPTs. However, the Test Examiner must present the scripted text and the order of the answer options exactly as they appear in the test book.

CoAlt Test Examiners score the student's performance on each of the three prompts using a two-point scoring rubric found on the examiner-facing pages. There are six total points possible for each SPT.

Score Point SPT Scoring Rubric (utilized for each of three prompts within each task)	
2	Student responds correctly
1	Student responds incorrectly
NR	Student does not respond

Each task requires the use of specific manipulatives—a student response page and option cards (prepared by the Test Examiner prior to test administration). See "Test Materials and Task Manipulatives" on page 10 for additional information.



Record Time

Using a clock, watch, or stopwatch, record the amount of time the student takes to complete the assessment. Enter this recorded time into PearsonAccess^{next} after testing is complete.

NOTE: There is no minimum or maximum testing time for administration of the CoAlt assessment.

Record only the time the student spends taking the assessment. Do not include the time it takes the Test Examiner to prepare test materials or any extended breaks from testing. A start and stop time area is included on the front cover of the test book. Students who need multiple breaks will have multiple start and stop times.

Transferring Information to PearsonAccess^{next} Online Score Entry System

During the assessment administration, the Test Examiner records the student's scores within the test book or on the score recording form included in the CoAlt kit. Enter student scores into PearsonAccess^{next} before returning materials to Pearson. Check with the DAC about the policy on who is responsible for entering scores into PearsonAccess^{next}.

If a Test Examiner is responsible for entering scores into PearsonAccess^{next}, the DAC or SAC must assign the Test Examiner to the student in PearsonAccess^{next}. The steps are listed below.

1. Select the CoAlt administration and the appropriate organization.
2. Select Testing > Student Tests.
3. Locate the student by typing the student's last name into the search box or by selecting the Search drop-down and "Show all results."
4. Select the checkbox in line with the student's name (select additional students at the same time if assigning Test Examiners to multiple students).
5. Select "Score Alternate Student Tests" from the Tasks drop-down and then select the Start button.
6. Select the student's name on the left side of the screen, select the appropriate form number (i.e., 201 or 202) from the Enter Form Number drop-down, and select the Save button.
7. Enter the accommodations that are listed in the student's IEP and also the accommodations that were used for the test administration under the Pre-Test Information (state assessment accommodations from the student's IEP accommodations are in the left column and accommodations used on the assessment are in the right column). Select the Save button.
8. Enter the scores for the student under Enter Scores. Each score point selected on the screen corresponds to a score recorded in the test book or on the score recording form. Each score point for SPT items is recorded separately. Ensure care is taken to make certain that scores are entered on the correct line in PearsonAccess^{next}.
    a. **Optional**: Enter responses to the Test Administration Questions. These questions are not required. **NOTE**: The last Test Administration Question asks for the amount of time it took the student to complete the assessment. Plan to track time in advance of test administration.
9. Select the Save button.
10. Once the green "Success: Changes saved" message appears at the top of the screen, the scores are saved.
11. Verify the recorded responses. If they were indicated accurately, select the Submit button. A submit confirmation box is received; select submit again to complete the score entry. Select the Exit Tasks button.

For additional information on how to enter and submit scores and information into PearsonAccess^{next}, refer to "CoAlt Activities in PearsonAccess^{next}" at https://coassessments.com/training-mods under *PearsonAccess^{next} Trainings*.

Preparing Test Materials for Return to the SAC

After testing is complete, the CoAlt Test Examiner must ensure:

- The student's name is written on the cover of the test book.
- The student's start and stop time is written on the cover of the test book.
- The student's name, the teacher's name, and the school and district names are written on the secure return envelope.
- All of the following materials are placed in the secure return envelope:
  - All pieces of task manipulatives,
  - All used score recording forms, and
  - A signed and dated Secure Return Form.
- All accommodations to the student materials are returned to the SAC as secure test materials.
- The student's scores were entered into PearsonAccess^{next}.

At the completion of testing, the CoAlt Test Examiner must return all test materials and any unused materials to the SAC. Do **NOT** seal the secure return envelope. The SAC or DAC (as determined by the district) will verify that scores were entered in PearsonAccess^{next} and the return of **all** materials. The SAC or DAC seals the envelope and returns all materials to Pearson after confirmation of receipt.